

Health and Safety Manual

Section 12 - Controlling the risk of using Portable Electrical Equipment and the maintenance of Portable Electrical Equipment ('PEE')

PAT Testing General

It is **current University policy** that:

- **NO-ONE** is permitted to bring into University premise any PEE for personal use except for chargers for mobile phones, laptops etc.
- **Only PEE** purchased by the University and PAT tested by the University should be used on the premises.

It is the responsibility of the University to enforce this policy to ensure the health and safety of its staff/students/visitors and any unauthorised PEE for personal use found on University premises will be removed forthwith by Facilities.

Application of this PAT Testing Policy

Facilities:

The Executive Director of Facilities will be responsible for ensuring institutional arrangements are in place for the following:

- ensuring support and advice is provided in the technical application of this policy;
- on behalf of the University a PAT Testing monitoring service is provided to ensure compliance with this policy;
- recruiting and retaining an appropriately trained institutional PAT Testing Officer to carry out the following duties in relation to PAT Testing:
 - All users of portable and transportable equipment are made aware of and given information on carrying out user visual checks and the procedures for reporting any defects.
 - An institutional PAT Testing maintenance log is produced of all such equipment and each piece of equipment is identified.
 - The removal of any unauthorised PEE for personal use except for chargers for mobile phones, laptops etc.
 - All equipment is subjected to a Risk Assessment in order to identify the frequency of testing and:
 - The correct fuse is being used.
 - The cord grip is effective.
 - The cord terminations are secure and correct.
 - There is no sign of internal damage.
 - There is no ingress of liquid or foreign matter.

- There is no sign of overheating.

Faculty/School/Department Responsibility

The Dean/Head of each Faculty/School/Department is responsible for ensuring there are sufficient procedures in place to assure the following:

- All users of portable and transportable equipment ('PAT') are made aware of and given information on carrying out user visual checks and the procedures for reporting any defects.
- No PAT equipment is used without firstly having undergone a formal visual check with a suitable period fixed for carrying out a combined visual check as identified by the Risk Assessment.
- Where applicable, no hire equipment is used without either evidence that the equipment has been subjected to combined inspection and testing either just prior to hiring or just prior to use.
- Any PAT equipment that is modified is treated as New PAT Equipment (Note the Risk Assessment will identify the frequency of testing). However, a full inspection and test should be carried out initially.
- No equipment is brought in by a student, contractor or department without either evidence that the PAT equipment has recently been subjected to an appropriate level of inspection and testing.
- All PAT equipment is identified and notified to Facilities.
- Details of all new PAT equipment are notified to Facilities.
- Identifying a designated PAT Testing champion within their area to liaise with Facilities and, if prior agreed in writing with Facilities, that designated champion may be authorised to carry out PAT Testing within their area subject to complying with any requirements stipulated by the Executive Director of Facilities/Facilities.
- Seeking prompt advice from the Executive Director of Facilities/Facilities/H&S Manager if in doubt on any aspect of this PAT Testing Policy.

Procedure for recording the result of such checks:

- Record results of the check on the appliance including the date the appliance needs rechecking;
- Be able to identify new equipment;
- Identify the risk assessment procedures for determining the frequency and type of tests to be undertaken.

Person(s) nominated to undertake Combined Formal Visual Checks and Inspections.

Besides being trained to carry out the formal visual checks, person(s) competent to undertake Combined Inspection and Testing should also be competent in the use of the test equipment provided and be able to interpret the results.

NOTE - There are two levels of competence:

The first is where a person not skilled in electrical work routinely uses a simple 'pass/fail' type of portable appliance tester (PAT), where no interpretation of readings is necessary. The person would, of course, need to know how to use the PAT correctly. Providing the appropriate test procedures are rigorously followed and acceptance criteria are clearly defined, this routine can be straightforward.

The second is where a person with certain electrical skills uses a more sophisticated instrument which gives actual reading which require interpretation. Such a person would need to be competent through technical knowledge or experience, related to the type of work.

Persons trained in undertaking repairs must have undergone an approved training course whilst employed by the University, or have appropriate qualifications to indicate that they are competent.

Factors to be considered when deciding the type and frequency of test to be undertaken are:

- Type of equipment and whether or not it is hand held.
- Manufacturer's recommendations.
- Initial integrity and soundness of equipment.
- Age of the equipment.
- Formal visual check.
- Formal visual check and testing

Training Requirements - The Dean/Head of each Faculty/School/Department is responsible for ensuring there is adequate co-operation with Facilities to ensure the following:

Users of PAT equipment are given basic information on the following:

- how to use the checklist.
- what to do in the event of finding a fault.

Persons undertaking formal visual inspections must be competent in the following:

- undertaking visual checks identified in the user checklist.

- removal of a plug cover.
- working environment in which the equipment is used (e.g. wet or dusty) or likelihood of mechanical damage.
- frequency of use and the duty cycle of the equipment.
- foreseeable abuse of the equipment:
 - o effect of any modifications or repairs to the equipment; and
 - o analysis of previous records of maintenance, including both formal inspection and combined inspection and testing.

Other items to be included in the Department's Procedures:

- Ensuring new equipment is subjected to an Assessment and this is included in the scheme.
- How to deal with items under repair.
- How to bring items back into service following repair.

Contractors

Any and all PEE used on University premises by contractors **MUST** be PAT Tested. The University will not PAT test any PEE for contractors/third party occupants/visitors. The maintenance contractor is responsible for all sub-contractors under their control; this is the responsibility of the contractor. Facilities will include these stipulations in contractor packs and inductions.

Note - Other Faculties/Schools/Departments are responsible for contractors they engage and any engagement must be on the basis set out above.

Third-party Occupants/Visitors

Any and all PEE used on University premises by third-party occupants/visitors **MUST** be PAT Tested. The University will not PAT test any PEE for any third-party occupants/visitors. The faculty/School/department hosting the third-party occupant/visitor is responsible for ensuring the third-party occupant/visitor's PEE used on University premises complies with this requirement and is PAT Tested.